



Time and Attendance Policy

It's Important

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Agenda

- Policy Definition
- Policy Requirement
- Lessons Learned
- Reference Resources
- Directive Writing Plan
- Discussion/Questions



Policy Defined

A policy is a guide to action and decision-making under a given set of circumstances.

It assures consistency and fairness with the framework of organizational objectives and management philosophy.



Policy Requirement

- GAO
 - <http://www.gao.gov>
- SECNAVINST 5215.1C - DON Directive Issuance System
 - <http://neds.nebt.daps.mil/Directives/index.html>



Lessons Learned

Law/Issue/Outcome

- Court Leave
- Religious Leave
- Overtime
- Lunch



Reference Resources

- Title 5 USC
- Office of Personnel Management (OPM)
- GAO Reports
- Court decisions
- DOD/DON/Command Policy



Directive Writing Plan

- Find a sample
- Gather references
- Write draft(s)
- Send out for comments
- Research comments
- Send out coordinating draft to legal
- Send out final draft through official chop-chain for signature
- Distribute



Help?

- Organization Expert/CSR
- Command Legal
- OPM
- Campbellpl@navsea.navy.mil or call 202-78- 3835, DSN 326



Questions

What are
yours?